

Date of meeting	13 September 2018
Paper number	G2

People and Culture Committee Assurance Report

For approval:	x	For assurance:	x	To note:	
---------------	---	----------------	---	----------	--

Accountable Director	Mark Yates P&C Chairman		
Presented by	Mark Yates Chairman	Author	Kimara Sharpe Company Secretary

Alignment to the Trust's strategic priorities				
Deliver safe, high quality, compassionate patient care		Design healthcare around the needs of our patients, with our partners	Invest and realise the full potential of our staff to provide compassionate and personalised care	x
Ensure the Trust is financially viable and makes the best use of resources for our patients		Develop and sustain our business		

Alignment to the Single Oversight Framework				
Leadership and Improvement Capability	x	Operational Performance	Quality of Care	
Finance and use of resources		Strategic Change	Stakeholders	

Report previously reviewed by		
Committee/Group	Date	Outcome
Not applicable		

Assurance: <i>Does this report provide assurance in respect of the Board Assurance Framework strategic risks?</i>	Y	BAF number(s)	10 11
--	---	---------------	----------

Assurance in respect of: process/outcome/other (<i>please detail</i>)			
Significant assurance <input type="checkbox"/> <i>High level of confidence in delivery of existing mechanisms/objectives</i>	Moderate assurance <input type="checkbox"/> <i>General confidence in delivery of existing mechanisms/objectives</i>	Limited assurance <input type="checkbox"/> <i>Some confidence in delivery of existing mechanisms/objectives</i>	No assurance <input type="checkbox"/> <i>No confidence in delivery</i>

Recommendations	The Trust Board is requested to <ul style="list-style-type: none"> Approve the terms of reference of the Committee as attached.
------------------------	--

Terms of Reference

PEOPLE AND CULTURE COMMITTEE

Version: 1.4

Terms of Reference approved by: P&C Committee/Trust Board

Date approved: January 2018/March 2018/September 2018

Author: **Company Secretary**

Responsible directorate: Human Resources

Review date: March 2020

WORCESTERSHIRE ACUTE HOSPITALS NHS TRUST

Terms of Reference People and Culture Committee

1. Introduction

This Committee will act as a Committee of the Trust Board and is set up to ensure that the Trust attracts and retains a high performing workforce capable of delivering the Trust strategic objectives

The People and Culture Committee is authorised by the board to act within its terms of reference. All members of staff are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Trust board to instruct professional advisors and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary for or expedient to the exercise of its functions.

The Committee is authorised to obtain such internal information as is necessary and expedient to fulfil its functions.

2. Purpose

The purpose of the group is:

- To assess the workforce implications of the Trust strategic objectives, national HR workforce strategies, employment legislation and local initiatives.
- To oversee the development and implementation of the Trust's People and Culture Strategy and associated plans
- To monitor the effectiveness of the strategy and report on progress against plan.
- To provide assurance to the Board on the operation of effective and robust HR Workforce & OD practices and governance frameworks.

3 Membership

- Two Non-Executive Directors
- One Associate Non-Executive Director
- Chief Executive
- Chief Finance Officer (or representative)
- Director of People and Culture
- Director of Communications
- CNO (or representative)
- CMO (or representative)
- Deputy Directors of Human Resources and OD
- Chairs of the sub committees (if not listed above)

In attendance:

- Company Secretary (or Deputy)

- Divisional representatives and other staff as appropriate

3.1 Chair of the Committee is appointed by the Trust Board.

4 Arrangements for the conduct of business

4.1 Chairing the meetings

The Non-Executive Director Chair will chair the meeting. In the absence of the Chair, another Non-Executive Director will Chair the meeting.

4.2 Quorum

The Committee will be quorate when one third of the members are present including one Non-Executive Director and two Executive Directors.

4.3 Frequency of meetings

The Committee will meet every two months.

4.4 Frequency of attendance by members

Members are expected to attend each meeting, unless there are exceptional circumstances.

4.5 Declaration of interests

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the subject consideration has been completed. All declarations of interest will be minuted.

4.6 Urgent matters arising between meetings

If there is a need for an emergency meeting, the Chair will call one in liaison with the Director of People and Culture.

4.7 Secretariat support

Secretarial support will be through the CE secretariat and a report will be presented to the Trust Board.

5 Purpose and Functions

5.1 Purpose

To act as a Committee of the Trust Board to:-

- Enable the Board to obtain assurance on the management of the Trust's workforce.

5.2 Duties

In discharging the purpose above, the specific duties of the Committee are as follows:

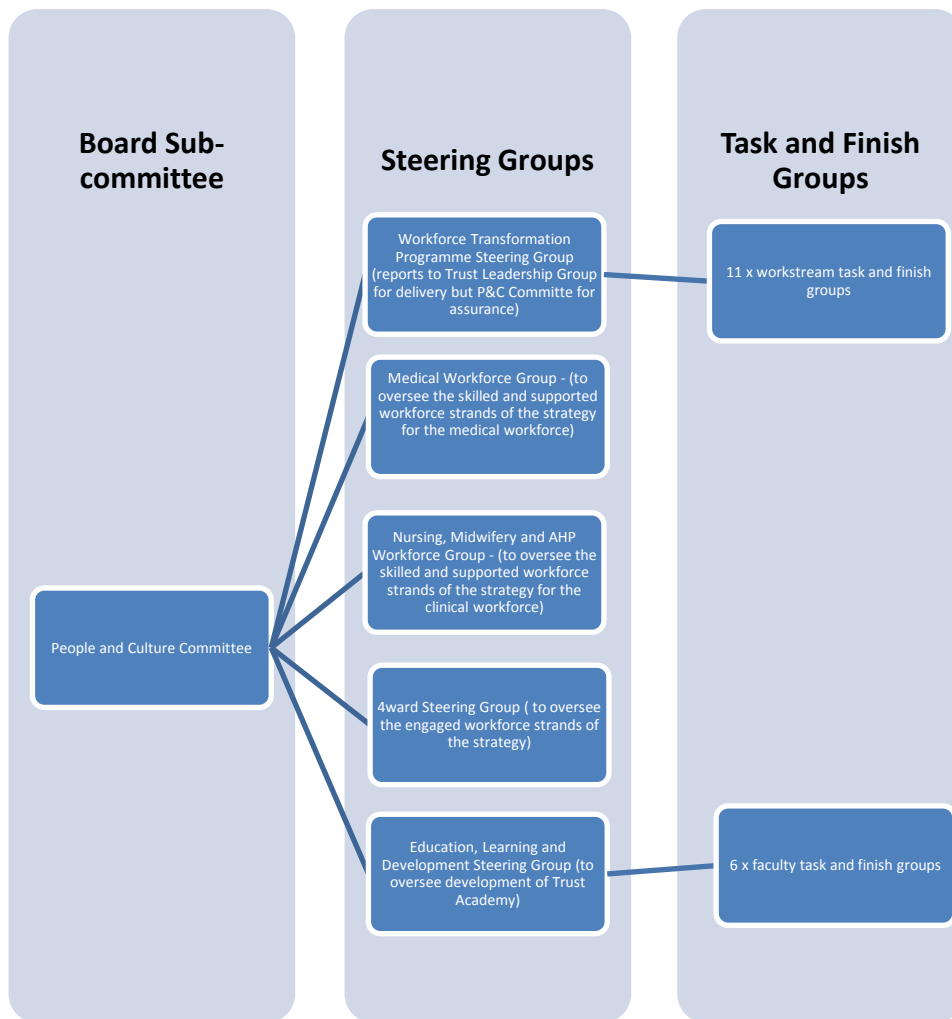
- To oversee the development and implementation of a strategic workforce plan to ensure sustainability and affordability of workforce supply on a short, medium and long term basis To oversee the

implementation of the Trust's recruitment and retention plan to ensure the Trust has the right number of staff to deliver high quality services

- To oversee the development and implementation of a workforce education and development plan to ensure the knowledge and skills of the workforce enable continuous improvement in the delivery of services
- Review staff survey results and monitor implementation of the action plan and effectiveness of arrangements to engage colleagues
- To oversee the effectiveness of the Trust's workforce equality and diversity plan
- Monitor key workforce performance indicators and action plans to improve performance.
- To oversee the implementation of trustwide cultural change programmes. To regularly review the effectiveness of these programmes
- To oversee the implementation of the Trust's employee health and wellbeing plan that minimises sickness absence rates across the Trust
- Identify risks associated with workforce issues ensuring ownership with mitigating actions, escalating to Trust Board as required.
- Assure the Board on the progress of the workforce related Board Assurance Framework risks and relevant corporate risk register risks
- To assure the board that controls are in place to reduce reliance on agency staff (all areas) and therefore reduce agency spend.
- To ensure that all Trust policies relevant to HR / OD / Education / Training/Equality and Diversity and Occupational Health are maintained and updated in accordance with best practice, operational service activities, relevant legislation as well as taking into account the requirements of NHS regulatory bodies

6. Relationships and reporting

- 6.1 The Committee is accountable to the Trust Board and will report after each of its meetings to the Trust Board in public and where appropriate in private.
- 6.2 The following governance structure has been established to oversee the effectiveness of the strategy and to ensure that associated plans are implemented within agreed timescales.



7 Review of the Terms of Reference

These Terms of reference will be reviewed by March 2020 or earlier if deemed appropriate by the Chair.

KS/ToR People and Culture
September 2018